

# County Executive Office

Jan Christofferson, County Executive Officer

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## **MISSION STATEMENT**

To support and implement Board policies and priorities, provide organizational direction and leadership, coordinate strategic and regional planning efforts, and ensure efficient and effective management of county workforce and activities.

<b>Appropriation</b>	<b>Actual 2003-04</b>	<b>Position Allocations</b>	<b>BOS Adopted 2004-05</b>	<b>Position Allocations</b>
County Executive	\$ 3,138,692	30	\$ 4,285,718	30
Economic Development	890,976	3	1,020,303	3
Organizational Development Division	594,236	7	729,597	7
General Liability Insurance*	4,154,185	5	4,231,461	5
Workers Compensation Fund*	6,504,216	4	7,131,065	4
Total:	<u>\$ 15,282,305</u>	<u>49</u>	<u>\$ 17,398,144</u>	<u>49</u>

\* Amounts include total operating expenses and fixed assets

## **CORE FUNCTIONS**

### Executive Management

To support the County Executive Officer's responsibility for effective and efficient administration of county government, Executive Management staff prepare administrative, fiscal, and operational policy recommendations for the Board of Supervisors (BOS) as appropriate, support and guide department staff in implementing Board policies and priorities, represent BOS interests in a variety of intergovernmental and regional settings, and manage the County's workforce and resources.

### Economic Development

Attracts new investment to the County and expands the current economic base by creating new primary wage earning jobs; providing opportunities for all wage earners regardless of skill level or educational background; supports existing business through training opportunities; and encourages tourism and commercial filming and redevelopment in core business areas.

### Organizational Development

Provide educational and career development for employees, conduct facilitation, mediation and specialized training for county departments and other government agencies, coordinate employee recognition and reward programs, and identify opportunities for employees to contribute to Placer County communities and constituents.

### Risk Management (Internal Service Funds)

Risk Management is comprised of two programs: General Liability, and Workers Compensation. General Liability administers and controls claim costs by reducing and avoiding risks; obtaining insurance and maintaining an adequate reserve to pay for all liability claims and related costs. Workers Compensation administers and controls claim costs by promoting worker health, promoting safe operations and activities, managing worker injury claims, and maintaining adequate reserves to pay claims and related costs.

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## Administration & Financial Services

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## FY 2003-04 Major Accomplishments

### **EXECUTIVE MANAGEMENT**

- **Governing for Results:** Assisted BOS in identifying Placer County goals, objectives and priorities, and further tied those to outcomes and performance measures. Provided consultant assistance and training to departments, integrated performance measurement into the County's budget process and format. Instituted quarterly budget and performance measurement reviews with county departments.
- **Workforce Planning:** Initiated a comprehensive workforce planning analysis including a retirement survey, demographic profile, and best practices. Completed strategy development to accommodate dramatic changes in county demographics, and conducted succession planning to prepare for a large number of retirees from our workforce.
- **Disciplinary Process Review:** Implemented a streamlined disciplinary process where a multi-departmental committee reviews and processes routine matters.
- **Cost Allocation Plan Compliance:** In FY 2003-04 began an incremental expansion of the County's reimbursement of its internal services to all departments, in accordance with County's Cost Allocation Plan practices.
- **Noise Ordinance:** Established a task force, obtained consultant support, coordinated departmental input and roles, held public hearings, obtained BOS approval for the program, and engaged in implementation of the process.
- **Land Development:** Completed a review of the West Roseville Specific Plan and Tax Exchange Agreement; completed the Rocklin Ranchos Tax Exchange Agreement; negotiated benefits related to the extension of The City of Lincoln's redevelopment plan; and developed internal monitoring protocols for the Teichert and the Bickford development agreements. Continued to resolve development concerns and coordinate countywide departmental efforts through bi-weekly Development Issues Committee meetings. Coordinated the study and implementation of the automated permit system. Provided direction and coordination to departments in Board Visioning process for Western Placer County.
- **Department Head Appointments:** Coordinated the recruitment, selection, and appointment of several new department heads due to retirements; as well as, working with the Auditor-Controller to assure transitional duties such as audits and reviews of internal controls were completed.
- **Probation Department Assessment:** Contracted with the State Board of Corrections (BOC) for a comprehensive organizational analysis (staffing, facilities, management structure, department policies, training, and other functions), the outcome of which yielded over \$500,000 in savings when implemented by the new chief probation officer. Transitioned the interim department head to a regular appointment; arranged for internal audit that resulted in enhanced internal controls.
- **County Budget:** Recommended a proposed budget to BOS with no net increase in allocated positions, where the average increase over the last ten years had been approximately 70 per year, to accommodate a \$16 million reduction in revenues. Developed and implemented an accelerated budget calendar. Automated the department budget submittal and Executive Office budget review processes.
- **Cost Saving Measures:** Coordinated in the development and implementation of a voluntary furlough program and countywide hiring freeze.
- **Courts/Public Defender:** Completed a comprehensive review of the Public Defender accounting practices that resulted in greater internal control, timely and accurate payments to vendors, and improved policies.

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- North Lake Tahoe Resort Association (NLTRA): Assisted NLTRA management with operational, financial, and administrative challenges, as well as cash management concerns. Initiated the revision of the Tourism Development Master Plan and assisted in the restructuring of key committees.
- Public Policy: Provided staff support to BOS in numerous major public policy areas such as affordable housing, air quality, homelessness, land use planning, etc.
- Payroll/Personnel System: Worked with Personnel, Auditor-Controller and Management Information Service departments to prepare for implementation a new, integrated County Payroll/Personnel System to replace the current 30-year-old system.
- Trial Court Facilities: Successfully worked in cooperation with the Placer County Superior Courts and the State's Administrative Office of the Courts (AOC) in developing a court facility memorandum of understanding (MOU) between Placer County and the State of California. In cooperation with the Auditor Controller, and Facility Services and County Counsel departments, led the SB 1732 Trial Court Facilities Working Group from Placer County to prepare for negotiations with the Judicial Council and the Administrative Office of the Courts.
- Placer County Web Site: Redesigned with public launch scheduled for July 2004. The web site currently served approximately 50,000 visitors per month, and provides more than 4,500 pages of information, applications, and other forms.
- Multi-Hazard Plans: Updated the County's multi-hazard plans for providing extensive public information during a major emergency. Wrote draft plans for emergency public information regarding West Nile Virus, smallpox, and working on crisis communication plan for major emergencies.
- Emergency Public Information Support: Provided major emergency public information support for training exercises, including drills simulating terrorist attacks. Drills were conducted in conjunction with Lincoln; local hospitals; Sierra College; Placer County Water Agency; regional fire fighting services; and with more than two dozen law, fire, health and EMS agencies.

## **ECONOMIC DEVELOPMENT**

- Award of Excellence: Received the Award of Excellence from California Association for Local Economic Development (CALED) for Electronic Marketing Program and email newsletter that reaches over 3,000 businesses each month.
- Placer County Job Growth: Identified as leading the nation for two years in job growth.
- Universities: Assist in the planning process to determine the location of, and development for, a number of universities that are looking at possible expansion into Placer County.
- Marketing: Successfully implemented Organization and Marketing Plan for 2003.
- Database: Increased our business contact database by 100%.
- Public Assistance: Placer County has retained the status as the California county with the lowest percentage of population receiving public assistance in the State of California.

## **ORGANIZATIONAL DEVELOPMENT**

- Management Training: Coordinated an Executive Speaker Series to help foster a learning culture by bringing noted subject matter experts to managers of Placer County.

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- Survey: Completed the countywide training survey to act as a guide to review training curriculum and explore options for future training and development classes and certificate programs.
- Employee Suggestions: Implemented the employee suggestion program entitled Suggestion Awards for Visionary Employees (SAVE\$) providing another avenue for employees to communicate innovative ideas for tangible and quantifiable monetary savings or increased revenues for improved government services.
- On-line Services: Designed and published an on-line Catalogue of Services improving employee awareness of the Organizational Development Division's services and revised the class evaluation form enhancing student's feedback on class curriculum and instructor presentation.
- Staff Support: Provided expanded support to other county departments and the community through staff involvement in facilitations, mediations, and volunteer activities.
- Ethics Training: Provided comprehensive ethics training for the Placer County management team.

## **RISK MANAGEMENT (INTERNAL SERVICE FUNDS)**

- Actuarial Review: Conducted a comprehensive review of both the workers compensation and General Liability Programs activities and practices. Completed actuarial studies for both self-insurance funds to bring the programs into compliance with state rules and up to date with funding requirements for the accrued liability.
- Claims: Large backlog of workers compensations claims have been reviewed, settled, and closed.
- Department of Transportation Program: Successfully implemented random drug and alcohol testing program that met requirements for the State Department of Transportation's criteria.
- Rates: Successfully modified the basis of workers compensation rates from a 100% pure rate to a platform of 70% actual experience and 30% pure rate formula so that the proportionate burden of rates falls on appropriations receiving the most benefit, as mandated by the State Controllers Office.
- Refund Recovery: Recovered nearly \$396,000 in workers compensation insurance refunds from our excess insurance carrier and third party liability carriers.
- Department Participation: Provided informational and training sessions for department heads and their managers to demonstrate the economic impact to their budgets of strong return-to-work and loss prevention and safety programs. Encouraged and supported the department's management to identify positions that would be appropriation for employees that needed accommodation in order to return to work.
- Legislation: Participated in the California State Association of Counties (CSAC) lobbying efforts to assist the Governor with implementation of workers compensation reform legislation.

## FY 2004-05 Planned Accomplishments

### **EXECUTIVE MANAGEMENT**

- Labor: Provide for, protect, and maintain Placer County's workforce within current budget and political constraints.
- Regional Issues: Continue participation in regional coordination efforts regarding homeless issues; continue to work with community stakeholders in developing and implementing a Placer County plan that would address homelessness on a regional basis.

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- NLTRA: Continue to work with the NLTRA management team for completion of the Tourism Development Master Plan II.
- HHS Facilities: Plan and develop a HHS facilities master plan.
- Animal Shelter: Develop a strategy to provide the funding necessary to build a new Animal Shelter, including full city participation in shelter construction and operation as well as enforcement costs.
- Regional Agreements: Complete annexation reviews and tax exchange agreements for the City of Lincoln.
- Fees: Complete the comprehensive fee review for land development departments for submittal to BOS.
- Relicensing Work Plan: Develop a relicensing work plan and funding agreement with the Placer County Water Agency (PCWA).
- University: Continue to coordinate countywide departmental efforts regarding university projects and proposals.
- Land Development: Implement a strategy for continuous improvement in land development departments, including integration with operational improvements and new facility. Continue implementation of Land Development Strategies for Continuous Improvement by implementing the action plan that resulted from the critical process improvement study and further facilitating the Automated Permitting Systems project.
- Governing for Results: Continue to lead the Governing for Results Initiative with the goal of demonstrating the value created by county operations and measuring progress toward achievement of BOS goals.
- Performance Reviews: Continue quarterly management reviews with departments to monitor expenditures, revenues, and the development of performance measurement data and strategic planning efforts.
- Criminal Justice: Continue working with the Criminal Justice Policy Committee to strengthen planning, communication and operational effectiveness among the public safety departments.
- Legislation: Provide advocacy support to BOS, other county elected officials and county departments to further advance BOS priorities and to articulate the County's interests at local, regional, state and federal levels. Continue to advocate locally, statewide, and federally to develop the County's Annual Legislative/Regulatory Platform, build upon and strengthen intergovernmental relationships, and represent Placer County interests.
- County Budget: Plan, develop and implement a budget and economic status report that would be presented to BOS on a regular basis.

## **ECONOMIC DEVELOPMENT**

- Marketing: Implement the Organization & Marketing Plan for 2004.
- Awards: Retain certification from the International Economic Development Council (IEDC).
- Online Services: Update the Placer County CD ROM and video streaming from website.
- Business Relations: Continue working to establish business associations in Tahoe City, Kings Beach/Tahoe Vista and Bowman with Redevelopment Agency.
- University Cooperation: Coordinate with the California State University of Sacramento and other interested universities in the location of Placer County campuses.

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## **ORGANIZATIONAL DEVELOPMENT**

- Employee Certification: Develop competency-based certificate programs for broad groups of similar job classifications, such as the Administrative Certificate Program, to ensure job-related skill development training for Placer County employees.
- Training: Increase availability of high school and college student intern candidates providing Placer County departments with a more diverse workforce and providing the student interns with an introduction to government agency employment.
- Teleconferences: Explore teleconferencing classes to Tahoe area providing more training opportunities for Tahoe-based employees.
- Employee Suggestions: Increase Placer County employees' awareness and participation in the newly implemented employee suggestion program, Suggestion Awards for Visionary Employees (SAVE\$) encouraging innovative ideas that result in monetary benefits to the County.

## **RISK MANAGEMENT (INTERNAL SERVICE FUNDS)**

- Claims: Reduce general liability claims expenses by an additional 5% countywide by instituting a proactive risk reduction strategy that promotes safety, training and accident investigations. Reduce the number of new reported workers compensation and general liability claims by 5%.
- Reserves: Continue to build general liability and workers compensation liability to meet the 75-80% confidence level reported in the annual actuarial report.
- Medical Review Program: Develop and implement workers compensation, Medical Review Program to expedite appropriate treatment to injured employees and help contain associated costs.
- Safety: Develop and implement additional safety training opportunities in the area of blood-borne pathogens and back lifting techniques for county employees.
- Fraud: Increase the number of workers compensation fraud cases identified, and reported such to both the Department of Insurance and the District Attorney's Office for prosecution.
- Old Claims: Decrease the County estimated future liabilities amount through settlement of claims and the closing of older year claims that were initiated between the years 1979 and 1995.

## Department Comments

During FY 2004-05, the County Executive Office (CEO) will confront the same dilemma facing all county and city managers in California: how to insure that our growing county and communities will continue to receive quality services despite limited resources and the financial impacts from the State of California's budget on Placer County. This office will respond to this challenge by working collaboratively with the Board of Supervisors, department management and staff, and community and regional partners to define and achieve outcomes that meet the needs of our communities and residents. Proposed expenditures for this office have been maintained at FY 2003-04 levels for the second year in a row by making reductions in various program areas, such as the E-government initiative, various professional services contract funding and leaving several positions vacant and unfunded. However, the submitted budget provides the resources necessary to maintain our focus on core functions and programs for meeting the many challenges that lie ahead. Through the Governing for Results Initiative, the County will continue to strengthen its ability to monitor, evaluate, and improve its programs and services along with strengthening its ability to clearly demonstrate that public tax dollars are spent in achievement of tangible results.

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Over the next several months, CEO staff will continue to work closely with departments to assess ongoing state budget impacts as they unfold, identify program efficiencies and possible reductions.

## County Executive Office Comments and Recommendations

The net budget for the *County Executive Office* is below FY 2003-04 levels, which is primarily the result of leaving vacant and/or not funding two positions (an administrative technician and principal management analyst). Leaving these positions vacant will increase the workload of current staff and potentially impact our ability to provide the same level of service to county departments and the Board of Supervisors. The two operating budgets for CEO were consolidated in FY 2003-04 (CEO Special Services closed / appropriation 10150), and during the current fiscal year, three positions were transferred to this appropriation to centralize the fiscal operations of the County Executive Department. The principal management analyst position that manages the North Lake Tahoe Resort Association Contract (NLTRA) is only partially funded, however additional funding is requested with final budget.

Department requested funding considerations for final budget:

- Restore full year funding for a principal management analyst (\$72,216)

Funding for *Economic Development* is also recommended at FY 2003-04 levels. To accomplish this, reductions in funding for other areas of the budget have been made to offset increases in salaries and benefits. The result of these funding constraints may be a reduction in the frequency of newsletters releases and an inability to participate in co-operative marketing projects with other local governments. This budget receives revenues from transient occupancy tax (TOT) of \$205,000 to offset part of the costs of the agreement with Placer County Visitors' Center. Economic Development also receives funding from NLTRA (\$29,400) to assist with funding of the Film Promotions Program, and is reimbursed by the County's Redevelopment Agency for staff time dedicated to redevelopment projects in the North Tahoe, Sunset and North Auburn redevelopment project areas, and for office space and administration costs for Redevelopment Agency staff housed with the Economic Development Division (\$85,060).

Department requested funding considerations for final budget:

- Restore full year funding for newsletter, CDs, and marketing efforts (\$22,000)

Funding for *Organizational Development* is recommended at the FY 2003-04 level, and will provide for training opportunities and countywide events such as the Combined Giving Campaign. This appropriation receives reimbursements from non-General Fund departments through the Employee Benefits budget.

Bickmore Risk Services reviewed Placer County's *General Liability Insurance Internal Service Fund* and recommended an increase in the accrued loss contingency liability for fiscal year ending June 30, 2004. Funding to book this accrual is available within the General Liability reserves and current budget. The costs associated with this program such as legal fees, professional service contacts and special insurance premiums continue to rise, and while general liability rates charged to departments were raised slightly with the development of this proposed budget. Pending current year-end close and the release of the State of California's FY 2004-05 Proposed Budget, reimbursement received by General Liability through charges to county departments is recommended at \$3.47 million. This budget will also be reimbursed by the General Fund for non-tort costs (\$350,000), will earn interest revenue (\$220,000) and is expected to receive other revenue and reimbursements (\$175,712). Funding in the recommended budget is included to provide funding for next year's liability accrual (\$312,657). The General Liability budget is "balanced", and carryover funds from the current year will be placed in the designation for contingency reserve.

Bickmore Risk Services also reviewed Placer County's *Workers Compensation Insurance Internal Service Fund* and recommended an increase in the accrued loss contingency liability for fiscal year ending June 30, 2004. The liability accrual will be funded with expenditure savings in the Workers Compensation budget and through the cancellation of the funds reserves. Placer County began to phase in the implementation of an exposure and experience methodology in the calculation of premium rates during FY 2002-03, with full implementation at 70/30 in FY 2003-04. Costs associated with this program such as claim costs and special insurance premiums continue to

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rise. The net budget for Worker's Compensation has been reduced below FY 2003-04 levels (\$6,918,912). The Workers Compensation budget is "balanced", and carryover funds from the current year will be used to fund the judgments and damage contingency to provide funding for next year's liability accrual.

## Final Budget Changes from the Proposed Budget

The *County Executive Office's* E-government program has been rebudgeted from the prior fiscal year (\$289,390), funding has been restored for the Tahoe analyst (\$72,216), and intra-fund reimbursements were reduced (\$12,579). During the public hearing the board approved an augmentation to the budget for 1 senior management analyst position allocation and funding (\$52,594). Developer fee revenue will partially offset the cost of the new position (\$20,000). One account clerk entry journey confidential has been added to this appropriation (moved from the Emergency Services Division).

*Economic Development* marketing and the multi-year Employment Training Panel grant have been rebudgeted (\$81,439) along with associated revenues (\$59,332). Funding has been restored for the monthly newsletter and other related expenses (\$25,000).

*Organizational Development*  
None

The *General Liability Insurance Internal Service Fund* has rebudgeted funds for contract services (\$10,000) and, due to lower than expected carryover fund balance, will cancel reserves to balance the budget (\$254,471).

The *Workers Compensation Insurance Internal Service Fund* includes funding for insurance premium rate increases (\$212,153), and places excess carryover fund balance in a reserve account, Designation for Contingencies (\$515,057).

## EXECUTIVE OFFICE FUND 100 / APPROPRIATION 10040

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 2,413,335	\$ 2,620,253	\$ 3,217,103	\$ 3,095,068	18%	\$ 3,219,878
Services and Supplies	509,483	542,322	1,180,562	905,562	67%	1,194,952
Other Charges	48	-	-	-	0%	-
Intra Fund Charges	64,204	3,192	2,900	2,900	-9%	2,900
<b>Gross Budget:</b>	<u>2,987,070</u>	<u>3,165,767</u>	<u>4,400,565</u>	<u>4,003,530</u>	26%	<u>4,417,730</u>
Intra Fund Credits	(23,713)	(27,075)	(132,012)	(144,591)	434%	(132,012)
<b>Net Budget:</b>	<u>\$ 2,963,357</u>	<u>\$ 3,138,692</u>	<u>\$ 4,268,553</u>	<u>\$ 3,858,939</u>	23%	<u>\$ 4,285,718</u>
<b>Revenue</b>						
Taxes	\$ 21,395	\$ 38,724	\$ 70,000	\$ 70,000	81%	\$ 70,000
Intergovernmental Revenue	-	-	-	-	0%	-
Charges for Services	43,669	13,572	46,375	46,375	242%	66,375
Miscellaneous Revenue	8,016	14	25,044	25,044	178786%	25,044
Other Financing Sources	-	-	7,500	7,500	100%	7,500
<b>Total Revenue:</b>	<u>73,080</u>	<u>52,310</u>	<u>148,919</u>	<u>148,919</u>	185%	<u>168,919</u>
<b>Net County Cost:</b>	<u>\$ 2,890,277</u>	<u>\$ 3,086,382</u>	<u>\$ 4,119,634</u>	<u>\$ 3,710,020</u>	20%	<u>\$ 4,116,799</u>
Allocated Positions	26	30	30	30	0%	30

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**Program Comments:** In FY 2003-04 the two operating budgets for CEO were consolidated (Special Services closed # 10150). In FY 2003-04 three position allocations were transferred to this appropriation from other CEO divisions.

## CORE FUNCTION: EXECUTIVE MANAGEMENT

### Development and Implementation of BOS Policies

**Program Purpose:** To provide high quality, comprehensive information, analysis and recommendations to BOS in order to support their policy-making authority and ensure that departmental alignment with those policies.

**Total Expenditures:** \$901,799

**Total Staffing:** 7.0

- **Key Intended Outcome:** High quality support to the County's Board of Supervisors.

BOS Policy Development and Implementation Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of policy related Board items reviewed/% considered complete and ready for Board meetings	2,000 / 98%	1,609 / 100%	2,000 / 99%
# of written responses to BOS directives, information or action requests	N/A	N/A	350
# of formal work sessions held on issues facing the County	N/A	N/A	2,500
#/% of BOS strategic priorities with two or more outcome indicators	N/A	N/A	N/A / 100%
##% of BOS who indicate that Performance Budgeting is a valuable tool in developing and implementing county policy	N/A	N/A	5 / 100%

### Organizational Leadership and Management

**Program Purpose:** To provide leadership and management, strategic thinking, collaborative planning, sound financial and budgetary management, and results-based management in order to ensure effective organizational performance.

**Total Expenditures:** \$ 1,878,597

**Total Staffing:** 14.0

- **Key Intended Outcome:** An effective, efficient and accountable government organization.

Organizational Leadership Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
##/% of county departments engaging in strategic planning efforts	N/A	N/A	23 / 100%
##/% of county service systems engaging in strategic planning efforts	2 / 40%	3 / 66%	5 / 100%

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Organizational Management Indicators:			
#/% of departments participating in quarterly management reviews (performance and financial)	N/A	23 / 100%	23 / 100%
#/% of departments achieving satisfactory progress or better on quarterly management reviews (performance and financial)	N/A	23 / 100%	23 / 100%
#/% of departments submitting results-based analysis with requests for additional funding	N/A	1 / 4%	N/A
Financial Management and Budget			
#/% of legal deadlines met in accordance with annual budget and bond issuance requirements	8 / 100%	8 / 100%	8 / 100%
County bond ratings: Moody's/Standard and Poor's	A1 / A+	A1 / A+	A1 / A+
#% of departments who indicate that performance budgeting approach is a valuable tool for budget planning, policy development and decision making	N/A	N/A	23 / 100%
% of general reserves maintained at levels consistent with the BOS' budget and financial policy guidelines of 5%	100%	100%	100%

## Intergovernmental, Regional & Community Planning

**Program Purpose:** To provide leadership, oversight and coordination of intergovernmental, regional and community planning efforts, strengthen community partnerships, and develop and implement the County's annual legislative program in order to further BOS goals and priorities and maximize the use of resources for the benefit of the entire county.

**Total Expenditures:** \$ 833,427

**Total Staffing:** 5.0

- **Key Intended Outcome:** Planning efforts result in strong community partnerships and a positive legislative process.

Intergovernmental and Regional Coordination Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of written communications to the BOS regarding intergovernmental issues	N/A	N/A	N/A
County Advocacy Efforts			
# of county interests positively influenced through advocacy efforts (statutory, regulatory or administrative)	N/A	N/A	8
\$ realized through federal advocacy efforts	\$7.7 M	\$2.2 M	\$7.0 M
#/% of departments participating in Legislative Platform development	23 / 100%	23 / 100%	23 / 100%

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## Public Information and Communications Program

**Program Purpose:** To provide timely and accurate information to citizens and employees about county services, Board actions, county events and local emergencies through news media, the county web site, printed materials, meetings and special events, presentations and other opportunities.

**Total Expenditures:** \$ 786,742

**Total Staffing:** 4.0

- **Key Intended Outcome:** Accurate, timely information, readily available to citizens and employees.

Community and Media Program Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of web site visitors	509,560	684,932	700,000
# of direct media contacts/% rating the office as satisfactory or better on how well it communicates with the public	N/A	N/A	1,100 / N/A
# of employee newsletter published/% rating the office as satisfactory or better on how well it communicates with employees	N/A	5 / N/A	7

## ECONOMIC DEVELOPMENT FUND 100 / APPROPRIATION 11120

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 279,240	\$ 333,704	\$ 299,404	\$ 299,404	-10%	\$ 299,404
Services and Supplies	661,501	555,242	629,252	609,367	10%	715,806
Intra Fund Charges	1,932	2,030	5,093	5,093	151%	5,093
<b>Gross Budget:</b>	<u>942,673</u>	<u>890,976</u>	<u>933,749</u>	<u>913,864</u>	3%	<u>1,020,303</u>
Intra Fund Credits	(205,671)	-	-	-	0%	-
<b>Net Budget:</b>	<u>\$ 737,002</u>	<u>\$ 890,976</u>	<u>\$ 933,749</u>	<u>\$ 913,864</u>	3%	<u>\$ 1,020,303</u>
<b>Revenue</b>						
Intergovernmental Revenue	\$ 122,738	\$ 3,000	\$ -	\$ -	-100%	\$ 59,332
Charges for Services	64,066	86,367	85,060	85,060	-2%	85,060
Miscellaneous Revenue	2,268	61,547	3,150	3,150	-95%	3,150
Other Financing Sources	33,200	221,373	234,400	234,400	6%	234,400
<b>Total Revenue:</b>	<u>222,272</u>	<u>372,287</u>	<u>322,610</u>	<u>322,610</u>	-13%	<u>381,942</u>
<b>Net County Cost:</b>	<u>\$ 514,730</u>	<u>\$ 518,689</u>	<u>\$ 611,139</u>	<u>\$ 591,254</u>	14%	<u>\$ 638,361</u>
Allocated Positions	3	3	3	3	0%	3

## CORE FUNCTION: ECONOMIC DEVELOPMENT

### Business Retention & Expansion Program

**Program Purpose:** To retain existing business within Placer County and provide expansion assistance as well as assistance hiring qualified people in order to provide increased job opportunities for residents.

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**Total Expenditures:** \$155,461

**Total Staffing:** 2.08

- **Key Intended Outcome:** Businesses stay and expand in Placer County.

Business Retention & Expansion Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of businesses responded to within 48 hours of initial inquiry	100%	100%	100%
% of commercial/industrial projects in redevelopment areas assisted	25%	35%	35%
# of email newsletters sent per year	27,700	33,658	27,670

**Program Comments:** The Placer County Office of Economic Development, in a partnership with the County's Redevelopment Agency and the CalWORKS Division of HHS maintains a very aggressive effort to retain existing business and encourage their expansion in the County. When the office is contacted, it is the goal to answer every inquirer, by phone, email or personal visit within 48 hours of the contact. Further, the office sends a monthly email newsletter with information on programs and incentives available to business in the County.

## Business Attraction & Development Program

**Program Purpose:** To attract new and expanding business by promoting the outstanding qualities of Placer County in order to provide increased job opportunities for residents.

**Total Expenditures:** \$109,869

**Total Staffing:** 0.20

- **Key Intended Outcome:** Business entities come to or expand in Placer County.

Business Attraction & Development Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of agreements successfully negotiated	1	11	8

**Program Comments:** To attract businesses and industries to the county, a number of job training, financing and permit assistance programs are offered. The Office of Economic Development works to insure that all programs available to new business are also available to existing business as well. Other organizations assist the office, including SACTO, the Sacramento Regional Marketing Council, and the Sacramento Regional Research Institute.

## Land Development Services Program

**Program Purpose:** To assist real estate developers with fee estimates, site location services, financing assistance and other information in order to promote development and to expand industrial and commercial real estate square footage availability in the County.

# County Executive Office

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**Total Expenditures:** \$145,460

**Total Staffing:** 0.35

- **Key Intended Outcome:** Industrial and commercial real estate space is available for new and existing businesses.

Land Development Services Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of fee estimates program for industrial and commercial development	10	13	12
# of businesses assisted in land use process in industrial, commercial and retail	N/A	210	125

**Program Comments:** The Office of Economic Development works with businesses to assist them through the development process. The assistance program includes estimating impact fees that will be required to be paid before permits are issued, based on the size of the proposed business project. After plans are submitted, Economic Development staff tracks the project through each stage of review, coordinating with county staff and the business.

## Film Promotion Program

**Program Purpose:** To expose the film community to the scenic natural beauty and historic character of Placer County in order to be the site of choice for production crews.

**Total Expenditures:** \$138,306

**Total Staffing:** 0.07

- **Key Intended Outcome:** Film companies use Placer County in their productions.

Film Promotion Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of film productions (permits) in Placer County	18	15	17
# of viable location requests received	81	75	70
# of industry marketing trips	3	4	4

**Program Comments:** The figure from this fiscal year and next are down slightly from FY 2002-03 and reflect the effects of 'runaway production', a growing phenomenon over the last few years in the entertainment industry, particularly in the feature film market. Feature films have been very successfully lured out of California to other countries and states due to attractive tax rebates and incentive programs offered to film companies that elect to shoot in their regions. Though inquiries from feature films are necessarily down, we expect a slight increase in inquiries due to commercial production because they can't take advantage of many of the tax incentives offered in other jurisdictions and because their budgets continue to be tight. We have reduced our marketing trips by one because our participating partners dropped out making the trip to New York cost prohibitive.

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## Tourism Promotion Program

**Program Purpose:** To promote tourism in Placer County by providing information to people seeking tourist and recreational opportunities to the festivals, natural beauty and terrain in the county in order to provide many different choices of recreational activities that generate sales and transient occupancy tax revenues.

**Total Expenditures:** \$329,189

**Total Staffing:** 0.30

- **Key Intended Outcome:** Sales and transit occupancy tax revenues are increased.

Tourism Promotion Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of tourists that went to the Placer County Visitors Center	5,253	28,162	7,000
# of telephone inquiries received by the Placer County Visitors Center	4,035	5,529	4,500
\$ of transient occupancy tax revenues generated (excludes Tahoe)	\$225,000	\$235,142	\$237,000
% of transient occupancy tax revenue increased over the prior year	N/A	5%	3%

**Program Comments:** The County contracts with the Placer County Visitor Council. This agreement managed by the Office of Economic Development to promote tourism. Tourism is recognized as one of the major industries in the County providing jobs and tax base to support the annual visitors to Placer County.

## Business Advantage Network/Job Development Program

**Program Purpose:** To encourage existing and new employers to hire unemployed or community members on public assistance in order to increase the percent of county residents that are employed.

**Total Expenditures:** \$55,464

**Total Staffing:** 0

- **Key Intended Outcome:** Placer County residents are employed.

Business Advantage Network/Job Development Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of Placer County residents employed/labor force	N/A	138,100 / 143,000	138,000 / 143,000
% unemployment rate in Placer County*	4.66%	4.8%	4.2%
# of job fairs held	3	3	3
# of Welfare to Work job creation placements	175	200	225

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% of Placer County residents on assistance that are available for work	0.002%	0.003%	0.002%
# of businesses contacted for Business Advantage Network (BAN) services	N/A	199	400
# of new employers to CalJobs	N/A	50	60
*Note: The unemployment rate for California is 6.1%. The national unemployment rate is 5.4%.			

**Program Comments:** It is the intent of BAN to decrease the number of unemployed community members and those on public assistance. As our population increased, we experienced a decrease for those unemployed on public assistance. Job placements were calculated from our job creation placement reports. New businesses requesting our business services resulted in increasing our job fairs to three annually, and increasing the number of new employers to CalJOBS. The number of businesses contacted for BAN services should reflect a 15% increase from prior years.

## ORGANIZATION DEVELOPMENT FUND 100 / APPROPRIATION 12000

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 440,700	\$ 492,969	\$ 588,338	\$ 588,338	19%	\$ 588,338
Services and Supplies	352,212	194,819	242,273	242,273	24%	242,273
Intra Fund Charges	16,630	10,197	5,986	5,986	-41%	5,986
<b>Gross Budget:</b>	809,542	697,985	836,597	836,597	20%	836,597
Intra Fund Credits	(68,215)	(103,749)	(107,000)	(107,000)	3%	(107,000)
<b>Net Budget:</b>	\$ 741,327	\$ 594,236	\$ 729,597	\$ 729,597	23%	\$ 729,597
<b>Revenue</b>						
Intergovernmental Revenue	\$ 27,972	\$ -	\$ -	\$ -	0%	\$ -
Charges for Services	4,821	6,712	9,500	9,500	42%	9,500
Miscellaneous Revenue	2	2,002	-	-	-100%	-
<b>Total Revenue:</b>	32,795	8,714	9,500	9,500	9%	9,500
<b>Net County Cost:</b>	\$ 708,532	\$ 585,522	\$ 720,097	\$ 720,097	23%	\$ 720,097
Allocated Positions	7	7	7	7	0%	7

## CORE FUNCTION: ORGANIZATIONAL DEVELOPMENT

### Employee Training and Development

**Program Purpose:** To provide learning opportunities for all employees to strengthen their knowledge, skills and leadership abilities and cultivate a highly skilled and effective workforce.

**Total Expenditures:** \$ 394,396

**Total Staffing:** 3.3

- **Key Intended Outcome:** Employees strengthen their knowledge, skills, and leadership abilities.

# County Executive Office

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Employee Training and Development Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
#/% of employees attending at least one Organizational Development training class per year	1,700 / 60%	1,964 / 69%	2,000 / 70%
#/% of courses that include core competencies related to job classifications	N/A	86%	80%
#/% of students that will rank the class as good to excellent	700 / 90%	1,674 / 96%	800 / 92%
#/% of executive and mid-level managers completing the executive leadership course	27 / 19%	0 / 0%	18 / 13%
% ranking the executive leadership course as good to excellent	85%	0%	90%

**Program Comments:** Indicator two will be completed in the third quarter of FY 2003-04 and is a projected number. The executive leadership course did not take place during FY 2003-04 due to budget constraints.

## Organizational Assistance and Development

**Program Purpose:** To promote positive and collaborative work environments, assist employees to avoid and resolve conflicts, and support behavioral and organizational improvement through facilitation, mediation and other specialized services.

**Total Expenditures:** \$215,125

**Total Staffing:** 1.8

- **Key Intended Outcome:** Build positive and collaborative working relationships.

Organizational Assistance and Development Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of participants in mediation sessions/% of those rating process as helpful in resolving issues	5 / 85%	5 / 90%	5 / 95%
# of group facilitations/% rating the process as beneficial in resolving issues	1 / 85%	21 / 90%	20 / 90%
# of specialized training and development programs provided to departments/% of participants rating the process as helpful in resolving issues	3 / 85%	1 / 90%	5 / 90%

## Employee Recognition

**Program Purpose:** To coordinate and support employee recognition and reward programs.

**Total Expenditures:** \$191,222

**Total Staffing:** 1.6

- **Key Intended Outcome:** To recognize and reward employees for excellent performance.

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## Administration & Financial Services

# County Executive Office

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Employee Recognition Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
#/% of employees nominated for the Employee Recognition Awards Program (ERAP)	307 / 11%	206 / 7%	325 / 12%
#/% of department s participating in ERAP	19 / 79%	12 / 48%	20 / 80%
# of departments nominating employees from outside their departments	7	10	7
#/% of employees participating in the Suggestion Awards for Visionary Employees (SAVE\$) Program	N/A	6 / 1%	10 / N/A
#/% of departments participating in the SAVE\$ Program	N/A	4 / 17%	10 / 40%
# of suggestions submitted	N/A	0	2

**Program Comments:** Indicators three, four, and five are for the employee suggestion program (SAVE\$) that will be implemented in April 2004.

## Community Involvement

**Program Purpose:** To coordinate and support programs that provides opportunities for employees to help Placer County communities and constituents.

**Total Expenditures:** \$ 35,854

**Total Staffing:** 0.30

- Key Intended Outcome: To involve our employees in countywide programs and activities that supports our community.

Community Involvement Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
#/% or employees participating in countywide programs and activities (Combined Giving Campaign)	655 / 29%	631 / 20%	631 / 20%
#/% of departments that participate in countywide programs and activities (Combined Giving Campaign)	24 / 100%	23 / 96%	23 / 96%
#/% of employees volunteering or participating in county-supported community events and organizations (e.g. State Fair)	37 / 1%	50 / 1%	50 / 1%
Amount of dollars contributed by employees toward community programs and services (Combined Giving Campaign)	\$115,033	\$132,647	\$133,000

# County Executive Office

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## PROPRIETARY FUNDS

### GENERAL LIABILITY INTERNAL SERVICE FUND FUND 270800 / APPROPRIATION 09800

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Operating Expenses</b>						
Salaries and Employee Benefits	\$ 525,776	\$ 469,157	\$ 601,139	\$ 568,484	21%	\$ 568,484
Services and Supplies	1,457,839	1,705,311	1,779,017	1,740,320	2%	1,750,320
Other Charges	1,205,369	1,979,717	1,841,305	1,912,657	-3%	1,912,657
<b>Total Operating Expenditures:</b>	<b>\$ 3,188,984</b>	<b>\$ 4,154,185</b>	<b>\$ 4,221,461</b>	<b>\$ 4,221,461</b>	<b>2%</b>	<b>\$ 4,221,461</b>
<b>Revenue</b>						
Revenue from Use of Money and Property	\$ 295,937	\$ 202,751	\$ 270,000	\$ 220,000	9%	\$ 220,000
Charges for Services	2,192,694	3,538,466	3,515,749	3,515,749	-1%	3,515,749
Miscellaneous Revenue	193,459	9,763	28,500	28,500	192%	28,500
Other Financing Sources	133,392	152,774	407,212	457,212	199%	457,212
<b>Total Revenue:</b>	<b>2,815,482</b>	<b>3,903,754</b>	<b>4,221,461</b>	<b>4,221,461</b>	<b>8%</b>	<b>4,221,461</b>
<b>Net Income (Loss)</b>	<b>\$ (373,502)</b>	<b>\$ (250,431)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ 10,000</b>
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Allocated Positions	8	5	5	5	0%	5

## CORE FUNCTION: RISK MANAGEMENT (Internal Service Fund)

### General Liability Claims Administration

**Program Purpose:** To protect the assets of the County through identification, processing, mitigation, and payment of claims in a manner that has the most favorable financial impact.

**Total Expenditures:** \$3,942,961

**Total Staffing:** 3.5

- **Key Intended Outcome:** Claims against the County are dismissed or paid at the lowest possible amount.

# County Executive Office

Jan Christofferson, County Executive Officer

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Title Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of claims processed	157	147	140
% of claims closed without payment	32%	41%	45%
\$ paid per claim (average)	\$3,389	\$3,287	\$3,200
# of pending files opened	231	264	250
% of pending files closed	26%	56%	50%
# of tort litigation files opened	16	28	25
% of tort litigation files closed	25%	25%	30%
# of contracts reviewed	340	357	400

**Program Comments:** The nature of an effective General Liability program is such that early identification and analysis of claims or possible claims is the best possible way to protect the County. Our staff works closely with internal and outside counsel as necessary to develop strategies for handling claims that offer the best chance of success. In this way, we are able to maintain a viable self-funded insurance program. The numbers indicate that the workload is substantial and that costs per claim are increasing. This is dependent on the type and character of claims we receive and process.

## Internal Investigations

**Program Purpose:** To protect the County by early identification of incidents perpetrated by county employees and by taking actions that prevent or minimize adverse impacts.

**Total Expenditures:** 250,000

**Total Staffing:** 1.0

- **Key Intended Outcome:** Damage to the County from internal incidents is minimized.

Title Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of incidents investigated	24	33	30
\$ cost per incident (average)	\$528	\$1,700	\$1,500
# background investigations	101	70	60

**Program Comments:** This program seeks to minimize the impacts of employee misconduct on the County through quick identification and remediation of employee incidents, consistent at all times with county policies and the law. Though it is difficult to estimate the number of incidents, we project an increase. Background investigations are expected to decrease due to a hiring slowdown.

## DOT Program Administration

**Program Purpose:** To protect the County and the public through the administration of a random Drug and Alcohol Testing Program (DOT) that complies with federal law.

**Total Expenditures:** \$28,500

**Total Staffing:** 0.50

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Administration & Financial Services

# County Executive Office

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- **Key Intended Outcome:** No county employee with a commercial license drives any county vehicle while impaired.

Title Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of random tests coordinated	84	94	95
% of random tests administered correctly	100%	100%	100%
#of incidents of county employees impaired	1	1	0

**Program Comments:** The proper administration of this very important program is critical to the safety of county staff and our citizens and visitors. All indicators show that we take our responsibility to administer the DOT program seriously, and our commercial drivers know this. The number of random tests (84) does not include pre-employment, post-accident, or reasonable suspicion testing. There was one positive result (.04 or greater) obtained as a result of a reasonable suspicion alcohol concentration test last fiscal year.

## WORKERS COMPENSATION INTERNAL SERVICE FUND FUND 270810 / APPROPRIATION 09810

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
<b>Operating Expenses</b>						
Salaries and Employee Benefits	\$ 293,449	\$ 276,370	\$ 333,221	\$ 333,336	21%	\$ 333,336
Services and Supplies	1,037,196	1,635,873	1,851,876	1,843,945	13%	2,056,098
Other Charges	4,880,896	4,574,473	4,668,098	4,679,631	2%	4,679,631
Other Financing Uses	-	17,500	112,000	62,000	254%	62,000
<b>Total Operating Expenditures:</b>	<b>\$ 6,211,541</b>	<b>\$ 6,504,216</b>	<b>\$ 6,965,195</b>	<b>\$ 6,918,912</b>	<b>6%</b>	<b>\$ 7,131,065</b>
<b>Revenue</b>						
Revenue from Use of Money and Property	\$ 356,869	\$ 299,180	\$ 366,283	\$ 320,000	7%	\$ 320,000
Charges for Services	9,035	37,453	-	-	-100%	-
Miscellaneous Revenue	920,461	332,527	150,000	150,000	-55%	150,000
Other Financing Sources	5,581,772	6,521,265	6,448,912	6,448,912	-1%	6,448,912
<b>Total Revenue:</b>	<b>6,868,137</b>	<b>7,190,425</b>	<b>6,965,195</b>	<b>6,918,912</b>	<b>-4%</b>	<b>6,918,912</b>
<b>Net Income (Loss)</b>	<b>\$ 656,596</b>	<b>\$ 686,209</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ 212,153</b>
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Allocated Positions	3	4	4	4	0%	4

# County Executive Office

Jan Christofferson, County Executive Officer

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## CORE FUNCTION: RISK MANAGEMENT (Internal Service Fund)

### Workers Compensation Claims Administration

**Program Purpose:** To ensure that Placer County conforms to all aspects of state law in the administration of its Workers Compensation Program in a cost effective manner and that injured employees receive prompt care so that they return to work as soon as possible.

**Total Expenditures:** \$6,615,195

**Total Staffing:** 2.75

- **Key Intended Outcome:** Employee injuries are quickly reported, documented, treated, and mitigated, and employee income is protected.

Title Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of indemnity claims/# of medical claims/# of first aid claims	160 / 196 / 195	190 / 154 / 45	180 / 169 / 275
% of claims in litigation	30%	43%	33%
% of claims closed	84%	78%	87%
\$ cost per claim (average)	\$1,616	\$21,471	\$21,720
\$ amount of insurance refunds	\$396,677	\$332,527	\$193,000
\$ medical bill review savings	\$488,800	\$521,291	\$500,000

**Program Comments:** Our employees perform many hazardous jobs in various terrain and weather conditions. Inevitably, injuries do occur. Our professional response to those injuries is central to lessening their severity, cost, and time away from work. The numbers indicate that claims are expected to increase, as is the cost per claim as administration and provider fees increase.

### Safety

**Program Purpose:** To protect employees from workplace hazards through training, reporting, and observation of work areas.

**Total Expenditures:** \$350,000

**Total Staffing:** 1.25

- **Key Intended Outcome:** Accidents area prevented or held to a minimum.

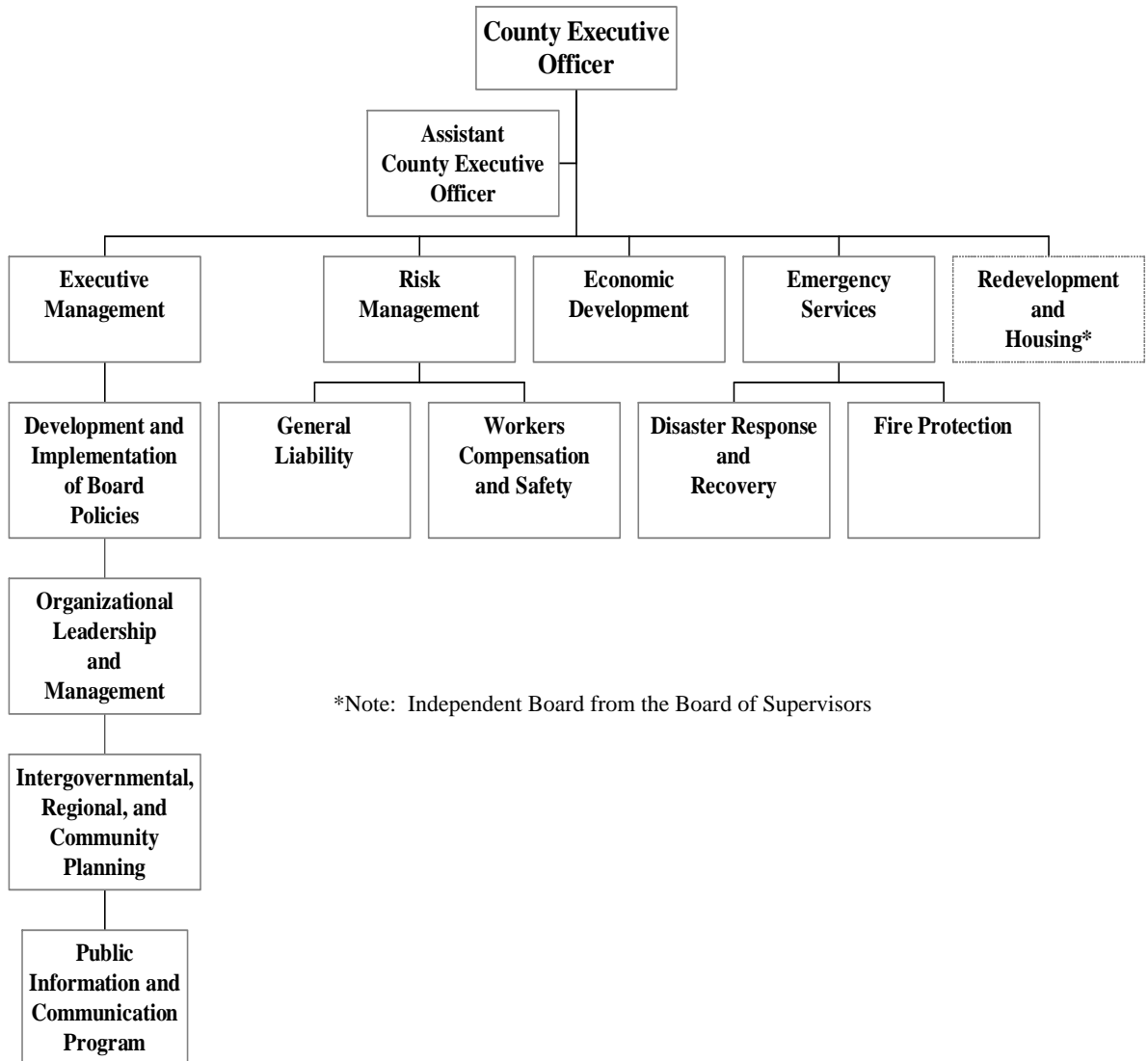
Title Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# lost work days	2,940	3,577	3,103
# of safety meetings	8	74	12
# of hazards identified and mitigated	157	268	50

**Program Comments:** Our Safety Program is designed to prevent accidents by raising the consciousness of our employees about workplace hazards. A recordable incident is a work related injury or illness that goes beyond first aid treatment as defined in Title 8, Section 14300. The lost workdays figures are not the total number of lost workdays, as some incidents have been capped at 180 days.

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## Administration & Financial Services

# COUNTY EXECUTIVE OFFICE



\*Note: Independent Board from the Board of Supervisors

State Controller  
County Budget Act  
(1985)

County of Placer  
State of California  
Operations of Internal Service Fund  
Operational Statement for the Fiscal Year 2004-05

County Budget Form  
Schedule 10

Fund: 270 Self Insurance Fund					
Subfund: 800 General Liability Insurance					
Budget Unit: 9800 Gen Liability Insurance					Approved Adopted by the Board of Supervisors 2004-05 (6)
Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	
<b>Operating Income</b>					
8212 Other General Reimbursement	133,924	165,659	40,000	40,000	40,000
8328 Self Insurance Proceeds	2,058,770	3,372,807	3,475,749	3,475,749	3,475,749
<b>Total Operating Income</b>	<b>2,192,694</b>	<b>3,538,466</b>	<b>3,515,749</b>	<b>3,515,749</b>	<b>3,515,749</b>
<b>Operating Expenses</b>					
1001 Employee Paid Sick Leave	144	148			
1002 Salaries and Wages	343,825	367,420	368,635	368,635	368,635
1003 Extra Help	15,783		65,000	40,000	40,000
1004 Accr Compensated Leave	5,332	(27,833)			
1006 Sick Leave Payoff	57,185	21,378			
1300 P.E.R.S.	28,878	37,871	80,092	72,437	72,437
1301 F.I.C.A.	29,362	26,847	31,261	31,261	31,261
1310 Employee Group Ins	37,643	41,055	46,673	46,673	46,673
1315 Workers Comp Insurance	7,624	2,271	9,478	9,478	9,478
2051 Communications - Telephone	15,555	12,988	13,183	16,000	16,000
2068 Food		79			
2130 Insurance	15,321	146,674	40,000	310,870	310,870
2140 Gen Liability Ins	122,164	235,795	214,095	4,593	4,593
2145 Fire Package Ins	156,698	197,248	310,870	214,095	214,095
2290 Maintenance - Equipment		170	400	400	400
2291 Maintenance - Computer Equip	315				
2292 Maintenance - Software	476				
2310 Employee Benefits Systems	32,276	37,978	23,020	23,020	23,020
2405 Materials - Bldgs & Impr	684	113			
2439 Membership/Dues	1,279	1,479	3,883	2,500	2,500
2456 Misc Expense	21,962	62,258	40,000	40,000	40,000
2481 PC Acquisition	1,700	5,162		2,200	2,200
2510 PC Upgrades	7,074				
2511 Printing	3,012	5,337	6,000	5,000	5,000
2522 Other Supplies	3,570	1,168	2,900	3,000	3,000
2523 Office Supplies & Exp	6,306	5,124	11,500	7,000	7,000
2524 Postage	1,759	1,237	2,000	2,000	2,000
2528 Services		48			
2542 Court Reporting Outside Vendor	7,648		23,500	23,500	23,500
2543 Investigators	58,757	63,780	80,000	60,000	60,000
2548 Claims Administration		41,202			
2550 Administration	26,118	5,048	15,000		
2555 Prof/Spec Svcs - Purchased	66,159	37,464	85,000	70,000	80,000
2556 Prof/Spec Svcs - County	340,118	363,642	556,785	636,510	636,510
2561 Legal Services	378,512	271,758			
2701 Publications & Legal Notices	609				
2709 Rents & Leases - Computer S	9,139	9,253	9,253	3,188	3,188
2809 Rents and Leases-PC	4,047	985	8,300	8,000	8,000
2838 Special Dept Expense-1099 Rep	7,894	7,317			
2840 Special Dept Expense	40,317	21,033	25,000		
2842 Tuition Reimbursement	365				
2844 Training	844	4,849	6,000	4,500	4,500
2860 Library Materials	962	339			
2931 Travel & Transportation	502	718	4,000	3,000	3,000
2932 Mileage	3,147	796			
2941 County Vehicle Mileage	4,250	5,922	5,000	7,500	7,500
3551 Transfer Out A-87 Costs	118,300	158,347	293,328	293,444	293,444
3701 Equipment Depreciation			8,000		
3702 Bldg & Impr Depreciation	1,473	1,474	4,000		
3925 Judgments and Damages			950,000	1,000,000	1,000,000
3929 Judgments and Damages - non-			100,000	200,000	200,000
3931 Tort-Related Litigation			250,000	250,000	250,000
3932 Non-Tort Litigation			200,000	150,000	150,000
3935 Contingencies-Judgement and D	671,800		329,305	312,657	312,657

Fund: 270 Self Insurance Fund  
Subfund: 800 General Liability Insurance  
Budget Unit: 9800 Gen Liability Insurance

Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
Total Operating Expenses	2,656,888	2,175,942	4,221,461	4,221,461	4,231,461
Net Operating Income (Loss)	(464,194)	1,362,524	(705,712)	(705,712)	(715,712)
<b>Non-Operating Revenue (Expense)</b>					
3925 Judgments and Damages	(368,882)	(1,400,599)			
3929 Judgments and Damages - non-	(117,437)	(294,109)			
3931 Tort-Related Litigation	(30,617)	(92,082)			
3932 Non-Tort Litigation	(15,160)	(191,453)			
6950 Interest	295,937	202,751	270,000	220,000	220,000
8761 Insurance Refunds	40,392	1,783			
8763 Non-Tort Recovery	152,947				
8764 Miscellaneous Revenues	120	7,980	28,500	28,500	28,500
8779 Contributions from General Fund		152,774	300,000	350,000	350,000
8780 Contributions from Other Funds	133,392				
8954 Operating Transfers In			107,212	107,212	107,212
Total Non-Operating Revenue (Expense)	90,692	(1,612,955)	705,712	705,712	705,712
Net Income (Loss)	(373,502)	(250,431)			(10,000)
<b>Fixed Assets</b>					
Total Fixed Assets					

# Fire Protection-Not Countywide

## Fire Protection Fund

Fund: 170

Subfund: 0

Appropriation: 22160

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	63,533	38,270			
1300 P.E.R.S.	4,523	4,007			
1301 F.I.C.A.	4,789	2,901			
1310 Employee Group Ins	9,388	6,251			
1315 Workers Comp Insurance	1,899	107			
<b>Total Salaries &amp; Benefits</b>	<b>84,132</b>	<b>51,536</b>			
<b>Services &amp; Supplies</b>					
2000 Services and Supplies		4,788			
2020 Clothes & Personal Supplies		43,513			
2050 Communications - Radio	2,546	4,785	3,000	3,000	3,000
2051 Communications - Telephone	15,000	17,109	22,000	22,000	22,000
2068 Food	534	3,082			
2130 Insurance	17,293	17,889	20,000	20,000	20,000
2140 Gen Liability Ins	3,795	3,944	16,155	16,155	16,155
2273 Parts	10,235	8,042			
2290 Maintenance - Equipment	4,630	15,328	3,000	3,000	3,000
2292 Maintenance - Software		18,379			
2404 Maintenance Services		415			
2405 Materials - Bldgs & Impr	3,870	4,491	4,000	4,000	4,000
2406 Maintenance - Janitorial	280	117			
2422 Medical, Dental & Lab Supp		24,167			
2439 Membership/Dues		278			
2456 Misc Expense	9,909	5,300	20,000	20,000	20,000
2481 PC Acquisition		6,219			
2511 Printing	209	5,004			
2521 Operating Supplies		5,901			
2522 Other Supplies	42,331	115,658			
2523 Office Supplies & Exp	3,972	8,682	1,500	1,500	1,500
2524 Postage	20				
2528 Services	108	47			
2550 Administration	4,165				
2555 Prof/Spec Svcs - Purchased	1,431,823	2,871,721	3,258,933	3,105,484	3,175,314
2556 Prof/Spec Svcs - County	3,678	2,175			
2709 Rents & Leases - Computer SW	3,621	3,379	7,651	7,651	7,651
2710 Rents & Leases - Equipment	217	419			
2711 Rents & Leases - Auto		897			
2727 Rents & Leases - Bldgs & Impr	600	300			
2838 Special Dept Expense-1099 Repor	8,914	6,872	18,000	18,000	18,000
2840 Special Dept Expense	55,516	221,938	61,000	61,000	519,691
2844 Training	807	836	9,240	9,240	9,240
2860 Library Materials	2,365	9,915			
2931 Travel & Transportation		35			
2932 Mileage		57			
2941 County Vehicle Mileage	4,257	5,460	8,493	8,493	8,493
2955 Prof & Spec Serv & Med		6,615			
2965 Utilities	3,913	3,110	3,000	3,000	3,000
3551 Transfer Out A-87 Costs		52,879			
<b>Total Services &amp; Supplies</b>	<b>1,634,608</b>	<b>3,499,746</b>	<b>3,455,972</b>	<b>3,302,523</b>	<b>3,831,044</b>
<b>Other Charges</b>					
3810 Lease Purchase Principal	46,471	49,150	51,945	51,945	51,945
3830 Lease Purchase Interest	7,631	4,992	2,196	2,196	2,196
3851 Interest		2,386			
<b>Total Other Charges</b>	<b>54,102</b>	<b>56,528</b>	<b>54,141</b>	<b>54,141</b>	<b>54,141</b>
<b>Fixed Assets</b>					

# Fire Protection-Not Countywide

## Fire Protection Fund

Fund: 170

Subfund: 0

Appropriation: 22160

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
4451 Equipment		214,456			
Total Fixed Assets		214,456			
Other Financing Uses					
3775 Operating Transfer Out	16,306				
Total Other Financing Uses	16,306				
Charges From Departments					
5051 I/T - Communications		15,542			
5310 I/T Employee Group Insurance		2,629			
5527 I/T Prof Services A-87 Costs			52,879	52,879	52,879
5550 I/T - Administration	27,000	39,770	97,606	97,606	97,606
5552 I/T - MIS Services		662			
5556 I/T - Professional Services	152	4,215			
5840 I/T Special Dept Expense		20,000			
Total Charges From Departments	27,152	82,818	150,485	150,485	150,485
Gross Budget	1,816,300	3,905,084	3,660,598	3,507,149	4,035,670
Less: Charges to Departments					
5002 I/T - County General Fund	(544,385)	(5,000)	(5,000)	(5,000)	(5,000)
5010 I/T - Fire Protection Fund	(13,919)	(11,900)			
Total Charges to Departments	(558,304)	(16,900)	(5,000)	(5,000)	(5,000)
Net Budget	1,257,996	3,888,184	3,655,598	3,502,149	4,030,670
Less: Revenues					
6100 Current Secured Property Taxes	(659,950)	(714,502)	(700,000)	(700,000)	(782,000)
6107 Unitary & Op Non-Unitary	(37,637)	(32,239)	(36,000)	(36,000)	(36,000)
6111 Current Unsecured Property Tax	(24,617)	(22,250)	(27,000)	(27,000)	(27,000)
6132 Redemptions Gen Taxes	302	(83)			
6140 Property Taxes Prior Unsec	(336)	(797)	(210)	(210)	(210)
6160 Timber Tax Guarantee	(1,444)	(767)	(1,260)	(1,260)	(1,260)
6171 Supplemental - Property Taxes C	(53,870)	(65,713)	(46,000)	(46,000)	(46,000)
6950 Interest	(15,182)	(16,212)	(10,000)	(10,000)	(10,000)
7205 Homeowners Property Tax Red	(11,098)	(10,946)	(7,000)	(7,000)	(7,000)
7232 State Aid - Other	(137,347)	(857,456)			(444,547)
7424 State Aid - Public Safety Service	(235,192)	(246,942)	(264,000)	(264,000)	(274,179)
7455 State Match		(28,500)			
8193 Other Services			(40,000)	(40,000)	(40,000)
8197 Fire Services	(713,000)	(406,580)	(1,541,642)	(1,541,642)	(1,572,472)
8212 Other General Reimbursement	(1,451)	(63,409)			
8215 Administrative Services	(22,151)	(15,284)			
8219 Casino - Sales Tax In Lieu		(650)			
8263 Development Fees	(54,102)	(69,683)	(54,141)	(54,141)	(54,141)
8764 Miscellaneous Revenues	(2,747)	(1,055)			
8779 Contributions from General Fun		(475,000)	(550,000)	(550,000)	(550,000)
8782 Contributions from Other Agencie		(29,540)			
8793 Contribution To Fire Services		(15,800)			
8954 Operating Transfers In	(16,306)	(900,944)			
Total Revenues	(1,986,128)	(3,974,352)	(3,277,253)	(3,277,253)	(3,844,809)
Net County Cost	(728,132)	(86,168)	378,345	224,896	185,861

# Disaster Response/Recovery

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22350

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1003 Extra Help			50,000	50,000	50,000
1005 Overtime & Call Back			25,000	25,000	25,000
Total Salaries & Benefits			75,000	75,000	75,000
Services & Supplies					
2051 Communications - Telephone			5,000	5,000	5,000
2456 Misc Expense			14,564	14,564	14,564
2522 Other Supplies			5,000	5,000	5,000
2555 Prof/Spec Svcs - Purchased			50,000	50,000	50,000
2709 Rents & Leases - Computer SW	224	224	436	436	436
2840 Special Dept Expense	402		50,000	50,000	50,000
Total Services & Supplies	626	224	125,000	125,000	125,000
Gross Budget	626	224	200,000	200,000	200,000
Net Budget	626	224	200,000	200,000	200,000
Less: Revenues					
7326 Federal - Other			(200,000)	(200,000)	(200,000)
8764 Miscellaneous Revenues	(19,000)				
Total Revenues	(19,000)		(200,000)	(200,000)	(200,000)
Net County Cost	(18,374)	224			

# Emergency Services

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22310

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	139,116	160,315	172,117	172,117	197,422
1003 Extra Help	33,976	40,161	43,780	26,000	26,000
1005 Overtime & Call Back	2,410	6,617	5,000	5,000	5,000
1006 Sick Leave Payoff		1,272			
1300 P.E.R.S.	8,287	14,812	31,883	31,883	31,883
1301 F.I.C.A.	11,171	14,028	18,123	16,763	16,763
1310 Employee Group Ins	13,546	14,588	27,218	27,218	27,218
1315 Workers Comp Insurance	1,908	1,309	5,115	4,731	4,731
<b>Total Salaries &amp; Benefits</b>	<b>210,414</b>	<b>253,102</b>	<b>303,236</b>	<b>283,712</b>	<b>309,017</b>
<b>Services &amp; Supplies</b>					
2050 Communications - Radio	13,732	22,661	21,824	21,824	21,824
2051 Communications - Telephone	47,680	52,590	40,000	40,000	40,000
2068 Food	28	119			
2130 Insurance	2,804	281			
2140 Gen Liability Ins	4,399	2,402	2,272	2,272	2,272
2277 Auto - Towing	120				
2290 Maintenance - Equipment	483	153	50	50	50
2291 Maintenance - Computer Equip	221				
2405 Materials - Bldgs & Impr		(540)			
2439 Membership/Dues	75	302	530	530	530
2481 PC Acquisition	13,422	6,881			
2511 Printing	4,876	5,120	3,000	3,000	3,000
2521 Operating Supplies		210			
2522 Other Supplies	7,019	532	5,000	5,000	5,000
2523 Office Supplies & Exp	4,438	3,538	3,500	3,500	3,500
2524 Postage	2,264	2,005	3,600	3,600	3,600
2550 Administration	7,990	16,950			
2555 Prof/Spec Svcs - Purchased	3,479	25,587	33,000	33,000	63,000
2556 Prof/Spec Svcs - County	370				
2709 Rents & Leases - Computer SW	2,973	2,137	1,569	1,569	1,569
2727 Rents & Leases - Bldgs & Impr	350				
2838 Special Dept Expense-1099 Repor	721	397			
2840 Special Dept Expense	5,006	2,110	7,000	7,000	7,000
2844 Training	5,113	6,032	1,500	1,500	1,500
2860 Library Materials	1,590	107			
2931 Travel & Transportation	55	953	2,000	2,000	2,000
2932 Mileage	718	661			
2941 County Vehicle Mileage	22,031	22,229	21,650	21,650	21,650
<b>Total Services &amp; Supplies</b>	<b>151,957</b>	<b>173,417</b>	<b>146,495</b>	<b>146,495</b>	<b>176,495</b>
<b>Other Financing Uses</b>					
3776 Contrib Auto Working Capital			27,500	27,500	27,500
<b>Total Other Financing Uses</b>			<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
<b>Charges From Departments</b>					
5310 I/T Employee Group Insurance	9,345	10,106	9,952	9,952	9,952
5405 I/T Maintenance - Bldgs & Improvem	20,215	18,159	15,967	15,967	15,967
5523 I/T Office Supplies & Expenses		30			
5550 I/T - Administration	22,284	15,585	40,084	40,084	40,084
5552 I/T - MIS Services	1,503	3,270	28,861	28,861	28,861
5556 I/T - Professional Services				19,524	19,524
5840 I/T Special Dept Expense	8,830	2,282	7,000	7,000	7,000
5965 I/T Utilities	3,981	7,143	17,630	17,630	17,630
<b>Total Charges From Departments</b>	<b>66,158</b>	<b>56,575</b>	<b>119,494</b>	<b>139,018</b>	<b>139,018</b>
<b>Gross Budget</b>	<b>428,529</b>	<b>483,094</b>	<b>596,725</b>	<b>596,725</b>	<b>652,030</b>

# Emergency Services

## General Fund

Fund: 100

Subfund: 0

Appropriation: 22310

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Less: Charges to Departments					
5002 I/T - County General Fund	(8)	(9)	(10,000)	(10,000)	(22,579)
5010 I/T - Fire Protection Fund	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
Total Charges to Departments	(27,008)	(27,009)	(37,000)	(37,000)	(49,579)
Net Budget	401,521	456,085	559,725	559,725	602,451
Less: Revenues					
7232 State Aid - Other		(12,405)			(24,000)
7250 Federal Aid Disaster Admin	(42,462)	(35,926)	(40,000)	(40,000)	(40,000)
7292 Aid from Other Governmental Ag	(18,248)	(7,075)	(17,500)	(17,500)	(17,500)
7424 State Aid - Public Safety Service	(90,097)	(114,566)	(123,200)	(123,200)	(127,950)
8212 Other General Reimbursement		(92)			
8219 Casino - Sales Tax In Lieu		(306)			
8764 Miscellaneous Revenues	(283)	(12)	(27,500)	(27,500)	(27,500)
Total Revenues	(151,090)	(170,382)	(208,200)	(208,200)	(236,950)
Net County Cost	250,431	285,703	351,525	351,525	365,501

# Organization Development Division

## General Fund

Fund: 100

Subfund: 0

Appropriation: 12000

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	346,728	374,627	419,833	419,833	419,833
1003 Extra Help	4,472				
1006 Sick Leave Payoff	7,529	2,580			
1300 P.E.R.S.	24,394	39,225	77,404	77,404	77,404
1301 F.I.C.A.	26,304	28,090	32,117	32,117	32,117
1310 Employee Group Ins	29,537	46,798	53,910	53,910	53,910
1315 Workers Comp Insurance	1,736	1,649	5,074	5,074	5,074
<b>Total Salaries &amp; Benefits</b>	<b>440,700</b>	<b>492,969</b>	<b>588,338</b>	<b>588,338</b>	<b>588,338</b>
<b>Services &amp; Supplies</b>					
2050 Communications - Radio	6,041				
2051 Communications - Telephone	10,484	12,270	18,300	18,300	18,300
2068 Food		85			
2290 Maintenance - Equipment	36	140	400	400	400
2439 Membership/Dues	565	4,430	1,350	1,350	1,350
2456 Misc Expense		327			
2481 PC Acquisition		6,991	3,500	3,500	3,500
2510 PC Upgrades		95	1,000	1,000	1,000
2511 Printing	12,556	12,103	13,500	13,500	13,500
2522 Other Supplies	2,201	1,616	1,500	1,500	1,500
2523 Office Supplies & Exp	8,828	7,742	11,500	11,500	11,500
2524 Postage	487	841	750	750	750
2555 Prof/Spec Svcs - Purchased	2,655	14,008	7,850	7,850	7,850
2556 Prof/Spec Svcs - County	8,860				
2709 Rents & Leases - Computer SW	2,250	3,024	2,436	2,436	2,436
2727 Rents & Leases - Bldgs & Impr	150	585	500	500	500
2809 Rents and Leases-PC	5,681				
2838 Special Dept Expense-1099 Repor		1,148			
2840 Special Dept Expense	17,291	13,593	17,500	17,500	17,500
2842 Tuition Reimbursement	43,646	20,848	20,000	20,000	20,000
2844 Training	222,038	89,350	135,234	135,234	135,234
2860 Library Materials	6,385	2,622	3,400	3,400	3,400
2931 Travel & Transportation	1,969	2,349	2,650	2,650	2,650
2932 Mileage	51	517			
2941 County Vehicle Mileage	38	135	903	903	903
<b>Total Services &amp; Supplies</b>	<b>352,212</b>	<b>194,819</b>	<b>242,273</b>	<b>242,273</b>	<b>242,273</b>
<b>Charges From Departments</b>					
5405 I/T Maintenance - Bldgs & Improvem	15,825	8,991	1,720	1,720	1,720
5550 I/T - Administration		1,206	3,966	3,966	3,966
5552 I/T - MIS Services	85				
5556 I/T - Professional Services			300	300	300
5844 I/T Training	720				
<b>Total Charges From Departments</b>	<b>16,630</b>	<b>10,197</b>	<b>5,986</b>	<b>5,986</b>	<b>5,986</b>
<b>Gross Budget</b>	<b>809,542</b>	<b>697,985</b>	<b>836,597</b>	<b>836,597</b>	<b>836,597</b>
<b>Less: Charges to Departments</b>					
5001 Intrafund Transfers		(10,000)	(107,000)	(107,000)	(107,000)
5002 I/T - County General Fund	(68,065)	(93,674)			
5008 I/T - County Office Bldg Fund	(150)	(25)			
5011 I/T - Public Safety Fund		(50)			
<b>Total Charges to Departments</b>	<b>(68,215)</b>	<b>(103,749)</b>	<b>(107,000)</b>	<b>(107,000)</b>	<b>(107,000)</b>
<b>Net Budget</b>	<b>741,327</b>	<b>594,236</b>	<b>729,597</b>	<b>729,597</b>	<b>729,597</b>

# Organization Development Division

## General Fund

Fund: 100

Subfund: 0

Appropriation: 12000

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Less: Revenues					
7232 State Aid - Other	(27,972)				
8193 Other Services		(600)			
8212 Other General Reimbursement	(3,187)	(2,627)	(9,500)	(9,500)	(9,500)
8297 Training Fees	(1,634)	(3,485)			
8764 Miscellaneous Revenues	(2)	(2,002)			
Total Revenues	(32,795)	(8,714)	(9,500)	(9,500)	(9,500)
Net County Cost	708,532	585,522	720,097	720,097	720,097

# Economic Development

## General Fund

Fund: 100

Subfund: 0

Appropriation: 11120

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	196,074	258,350	206,300	206,300	206,300
1005 Overtime & Call Back	1,182	469			
1006 Sick Leave Payoff	24,647				
1300 P.E.R.S.	14,564	26,251	39,007	39,007	39,007
1301 F.I.C.A.	16,322	18,915	15,782	15,782	15,782
1310 Employee Group Ins	22,703	27,089	34,796	34,796	34,796
1315 Workers Comp Insurance	3,748	2,630	3,519	3,519	3,519
<b>Total Salaries &amp; Benefits</b>	<b>279,240</b>	<b>333,704</b>	<b>299,404</b>	<b>299,404</b>	<b>299,404</b>
<b>Services &amp; Supplies</b>					
2050 Communications - Radio	495				
2051 Communications - Telephone	17,434	15,302	16,500	16,500	16,500
2068 Food		1,492			
2130 Insurance		520			
2290 Maintenance - Equipment	431	58			
2291 Maintenance - Computer Equip	221		150	150	150
2439 Membership/Dues	25,569	23,315	10,000	10,000	10,000
2456 Misc Expense		1,544	2,500		
2481 PC Acquisition	594	1,661			
2500 Special Contributions		5,600			
2511 Printing	10,483	28,440	8,800	8,800	8,800
2522 Other Supplies	2,882	3,178			
2523 Office Supplies & Exp	4,425	4,109	5,450	5,450	5,450
2524 Postage	4,825	8,875	4,840	4,840	4,840
2554 Commissioner's Fees	300	150	3,385	500	500
2555 Prof/Spec Svcs - Purchased	450,182	304,380	389,745	389,745	436,929
2701 Publications & Legal Notices		2,024			
2709 Rents & Leases - Computer SW	2,485	2,479	2,504	2,504	2,504
2710 Rents & Leases - Equipment		200			
2711 Rents & Leases - Auto	6,710	4,434	6,200	6,200	6,200
2727 Rents & Leases - Bldgs & Impr		46,235	44,705	44,705	44,705
2770 Fuels & Lubricants	1,177	1,571	1,000	1,000	1,000
2809 Rents and Leases-PC	2,858				
2838 Special Dept Expense-1099 Repor	26,457	23,723			
2840 Special Dept Expense	81,548	60,764	117,900	106,900	162,655
2844 Training	520	815	173	173	173
2860 Library Materials		130			
2931 Travel & Transportation	17,853	9,619	11,500	8,000	11,500
2932 Mileage	78	764			
2941 County Vehicle Mileage	3,974	3,860	3,900	3,900	3,900
<b>Total Services &amp; Supplies</b>	<b>661,501</b>	<b>555,242</b>	<b>629,252</b>	<b>609,367</b>	<b>715,806</b>
<b>Charges From Departments</b>					
5405 I/T Maintenance - Bldgs & Improvem	159	54			
5550 I/T - Administration		1,702	5,093	5,093	5,093
5552 I/T - MIS Services	85				
5556 I/T - Professional Services	126				
5840 I/T Special Dept Expense	1,562	274			
<b>Total Charges From Departments</b>	<b>1,932</b>	<b>2,030</b>	<b>5,093</b>	<b>5,093</b>	<b>5,093</b>
<b>Gross Budget</b>	<b>942,673</b>	<b>890,976</b>	<b>933,749</b>	<b>913,864</b>	<b>1,020,303</b>
<b>Less: Charges to Departments</b>					
5002 I/T - County General Fund	(671)				
5026 I/T - Advertising & Promotion Fund	(205,000)				
<b>Total Charges to Departments</b>	<b>(205,671)</b>				

# Economic Development

## General Fund

Fund: 100

Subfund: 0

Appropriation: 11120

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Net Budget	737,002	890,976	933,749	913,864	1,020,303
Less: Revenues					
7136 State Aid - Job Training ETP	(80,938)				(59,332)
7232 State Aid - Other	(41,800)	(3,000)			
8212 Other General Reimbursement	(64,066)	(86,367)	(85,060)	(85,060)	(85,060)
8764 Miscellaneous Revenues	(2,268)	(2,747)	(3,150)	(3,150)	(3,150)
8780 Contributions from Other Funds	(33,200)		(234,400)	(234,400)	(234,400)
8782 Contributions from Other Agencies		(58,800)			
8954 Operating Transfers In		(221,373)			
Total Revenues	(222,272)	(372,287)	(322,610)	(322,610)	(381,942)
Net County Cost	514,730	518,689	611,139	591,254	638,361

# CEO Special Services

## General Fund

Fund: 100

Subfund: 0

Appropriation: 10150

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
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### Salaries & Benefits

1002 Salaries and Wages	637,542
1003 Extra Help	1,031
1005 Overtime & Call Back	90
1300 P.E.R.S.	44,415
1301 F.I.C.A.	48,119
1310 Employee Group Ins	47,204
1315 Workers Comp Insurance	3,821
<b>Total Salaries &amp; Benefits</b>	<b>782,222</b>

### Services & Supplies

2050 Communications - Radio	946
2051 Communications - Telephone	10,111
2290 Maintenance - Equipment	254
2291 Maintenance - Computer Equip	625
2439 Membership/Dues	614
2481 PC Acquisition	6,432
2511 Printing	14,925
2522 Other Supplies	2,223
2523 Office Supplies & Exp	1,271
2524 Postage	6
2555 Prof/Spec Svcs - Purchased	166,552
2556 Prof/Spec Svcs - County	4,952
2701 Publications & Legal Notices	(274)
2709 Rents & Leases - Computer SW	6,018
2770 Fuels & Lubricants	59
2838 Special Dept Expense-1099 Repor	1,831
2840 Special Dept Expense	9,862
2844 Training	520
2860 Library Materials	19
2931 Travel & Transportation	4,062
2932 Mileage	823
2941 County Vehicle Mileage	7,549
<b>Total Services &amp; Supplies</b>	<b>239,380</b>

### Other Charges

3851 Interest	48
<b>Total Other Charges</b>	<b>48</b>

### Charges From Departments

5405 I/T Maintenance - Bldgs & Improvem	146
5552 I/T - MIS Services	85
5555 I/T Prof/Special Services - Purchase	62,000
<b>Total Charges From Departments</b>	<b>62,231</b>

**Gross Budget 1,083,881**

### Less: Charges to Departments

5001 Intrafund Transfers	(5,500)
5002 I/T - County General Fund	(1,689)
5011 I/T - Public Safety Fund	(16,370)
5015 I/T - Comm Services Fund	(154)
<b>Total Charges to Departments</b>	<b>(23,713)</b>

**Net Budget 1,060,168**

## CEO Special Services

### General Fund

Fund: 100

Subfund: 0

Appropriation: 10150

**Budget  
Category  
(1)**

**Actual  
2002-03  
(2)**

**Actual  
2003-04  
(3)**

**Dept Req  
2004-05  
(4)**

**CEO Rec  
2004-05  
(5)**

**BOS  
Adopted  
2004-05  
(6)**

Less: Revenues

8212 Other General Reimbursement (11,320)

8764 Miscellaneous Revenues (1,891)

8782 Contributions from Other Agencies (6,000)

Total Revenues (19,211)

Net County Cost

1,040,957

# County Executive Office

## General Fund

**Fund: 100**

**Subfund: 0**

**Appropriation: 10040**

<b>Budget Category (1)</b>	<b>Actual 2002-03 (2)</b>	<b>Actual 2003-04 (3)</b>	<b>Dept Req 2004-05 (4)</b>	<b>CEO Rec 2004-05 (5)</b>	<b>BOS Adopted 2004-05 (6)</b>
<b>Salaries &amp; Benefits</b>					
1002 Salaries and Wages	1,267,896	2,056,865	2,333,768	2,239,038	2,363,848
1003 Extra Help	9,117		13,752	13,752	13,752
1005 Overtime & Call Back	2,237	2,353	1,500	1,500	1,500
1006 Sick Leave Payoff	56,705	6,887			
1300 P.E.R.S.	89,620	213,801	428,024	409,456	409,456
1301 F.I.C.A.	90,749	143,978	170,712	163,482	163,482
1310 Employee Group Ins	111,344	179,444	230,718	230,718	230,718
1315 Workers Comp Insurance	3,445	16,925	38,629	37,122	37,122
<b>Total Salaries &amp; Benefits</b>	<b>1,631,113</b>	<b>2,620,253</b>	<b>3,217,103</b>	<b>3,095,068</b>	<b>3,219,878</b>
<b>Services &amp; Supplies</b>					
2000 Services and Supplies		63			
2020 Clothes & Personal Supplies	312				
2050 Communications - Radio	2,378	77			
2051 Communications - Telephone	36,906	49,015	51,000	51,000	51,000
2068 Food	205	515			
2291 Maintenance - Computer Equip	663				
2406 Maintenance - Janitorial	19				
2439 Membership/Dues	1,174	1,790	4,450	4,450	4,450
2456 Misc Expense	221	157			
2481 PC Acquisition	193	29,905			
2511 Printing	19,139	38,023	30,000	30,000	30,000
2521 Operating Supplies		685			
2522 Other Supplies	8,401	4,963	10,000	10,000	10,000
2523 Office Supplies & Exp	18,096	16,342	17,500	17,500	17,500
2524 Postage	730	1,116	3,000	3,000	3,000
2528 Services	105	117			
2555 Prof/Spec Svcs - Purchased	149,234	336,721	531,800	531,800	531,800
2701 Publications & Legal Notices	194	1,445			
2709 Rents & Leases - Computer SW	5,820	14,771	11,702	11,702	11,702
2727 Rents & Leases - Bldgs & Impr	275	320			
2770 Fuels & Lubricants	234	69			
2831 Precinct Costs		(9)			
2838 Special Dept Expense-1099 Repor	80	10,864			
2840 Special Dept Expense	13,097	10,866	485,610	210,610	500,000
2844 Training	1,389	3,135	9,000	9,000	9,000
2860 Library Materials	333	731			
2931 Travel & Transportation	8,476	8,776	12,000	12,000	12,000
2932 Mileage	530	3,192	2,500	2,500	2,500
2941 County Vehicle Mileage	1,899	8,673	12,000	12,000	12,000
<b>Total Services &amp; Supplies</b>	<b>270,103</b>	<b>542,322</b>	<b>1,180,562</b>	<b>905,562</b>	<b>1,194,952</b>
<b>Charges From Departments</b>					
5405 I/T Maintenance - Bldgs & Improvem	2,056	3,091	2,900	2,900	2,900
5552 I/T - MIS Services	595				
5555 I/T Prof/Special Services - Purchase	(786)				
5556 I/T - Professional Services	72	76			
5840 I/T Special Dept Expense	36	25			
<b>Total Charges From Departments</b>	<b>1,973</b>	<b>3,192</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
<b>Gross Budget</b>	<b>1,903,189</b>	<b>3,165,767</b>	<b>4,400,565</b>	<b>4,003,530</b>	<b>4,417,730</b>

# County Executive Office

## General Fund

Fund: 100

Subfund: 0

Appropriation: 10040

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Less: Charges to Departments					
5001 Intrafund Transfers			(61,406)	(73,985)	(61,406)
5002 I/T - County General Fund		(10,090)	(70,606)	(70,606)	(70,606)
5010 I/T - Fire Protection Fund		(16,985)			
Total Charges to Departments		(27,075)	(132,012)	(144,591)	(132,012)
Net Budget	1,903,189	3,138,692	4,268,553	3,858,939	4,285,718
Less: Revenues					
6156 Sales & Use Taxes	(21,395)	(38,724)	(70,000)	(70,000)	(70,000)
8212 Other General Reimbursement	(32,330)	(5,531)	(46,375)	(46,375)	(46,375)
8215 Administrative Services		(8,041)			
8218 Forms and Photocopies	(19)				
8269 Planning - At Cost Projects Fees					(20,000)
8764 Miscellaneous Revenues	(125)	(14)			
8782 Contributions from Other Agencies			(25,044)	(25,044)	(25,044)
8954 Operating Transfers In			(7,500)	(7,500)	(7,500)
Total Revenues	(53,869)	(52,310)	(148,919)	(148,919)	(168,919)
Net County Cost	1,849,320	3,086,382	4,119,634	3,710,020	4,116,799

**COUNTY EXECUTIVE OFFICE**  
**APPROPRIATION SUMMARY**  
**Fiscal Year 2004-05**

**ADMINISTERED BY:**

**COUNTY EXECUTIVE OFFICER**

Appropriations	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
<b>GENERAL FUND</b>				
County Executive*	\$ 3,138,692	30	\$ 4,285,718	30
Economic Development	890,976	3	1,020,303	3
Organizational Development Division	594,236	7	729,597	7
Emergency Services	456,085	4	602,451	4
Disaster Response/Recovery	224	0	200,000	0
Subtotal General Fund	\$ 5,080,213	44	\$ 6,838,069	44
<b>OTHER OPERATING FUND</b>				
Fire Control - Fund 170	\$ 3,888,184	0	\$ 4,030,670	0
<b>INTERNAL SERVICE FUNDS</b>				
General Liability Insurance - Fund 270/800	\$ 4,154,185	5	\$ 4,231,461	5
Workers Compensation - Fund 270/810	6,504,216	4	7,131,065	4
Subtotal Internal Service Funds	\$ 10,658,401	9	\$ 11,362,526	9
<b>TOTAL ALL FUNDS</b>	\$ 19,626,798	53	\$ 22,231,265	53

State Controller  
County Budget Act  
(1985)

County of Placer  
State of California  
Operations of Internal Service Fund  
Operational Statement for the Fiscal Year 2004-05

County Budget Form  
Schedule 10

Fund: 270 Self Insurance Fund

Subfund: 810 Workers Compensation Insurance

Budget Unit: 9810 Workers Comp Insurance

Approved  
Adopted by  
the Board  
of Supervisors  
2004-05  
(6)

Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
<b>Operating Income</b>					
8212 Other General Reimbursement	9,035	37,453			
8780 Contributions from Other Funds			6,448,912	6,448,912	6,448,912
<b>Total Operating Income</b>	<b>9,035</b>	<b>37,453</b>	<b>6,448,912</b>	<b>6,448,912</b>	<b>6,448,912</b>
<b>Operating Expenses</b>					
1002 Salaries and Wages	205,477	218,350	231,503	231,503	231,503
1004 Accr Compensated Leave	2,489	(9,154)			
1005 Overtime & Call Back		62			
1006 Sick Leave Payoff	28,592				
1300 P.E.R.S.	14,316	22,671	45,375	45,490	45,490
1301 F.I.C.A.	15,421	16,479	17,710	17,710	17,710
1310 Employee Group Ins	23,708	26,530	34,265	34,265	34,265
1315 Workers Comp Insurance	3,446	1,432	4,368	4,368	4,368
2051 Communications - Telephone	8,046	7,020	7,371	8,250	8,250
2130 Insurance	641,444	1,203,976	1,231,015	1,231,015	1,443,168
2140 Gen Liability Ins	2,556	3,363	4,815	4,815	4,815
2310 Employee Benefits Systems	20,043	18,783	15,347	15,347	15,347
2405 Materials - Bldgs & Impr	302	95	2,000	1,000	1,000
2439 Membership/Dues	345	150	2,500	1,000	1,000
2456 Misc Expense	(299)	1,057	10,000	8,000	8,000
2481 PC Acquisition	1,726	1,721			
2511 Printing	4,261	1,164	3,000	4,300	4,300
2522 Other Supplies		1,033			
2523 Office Supplies & Exp	2,700	1,488	3,000	2,800	2,800
2524 Postage	1,758	1,859	3,000	2,000	2,000
2548 Claims Administration	244,331	288,333	331,000	331,000	331,000
2550 Administration	32,685	11,457			
2555 Prof/Spec Svcs - Purchased	32,157	6,702	20,000	20,000	20,000
2556 Prof/Spec Svcs - County	3,877	12,325	68,607	78,607	78,607
2709 Rents & Leases - Computer S	12,201	16,778	13,000	13,000	13,000
2710 Rents & Leases - Equipment	239		1,500	1,500	1,500
2809 Rents and Leases-PC	1,563	1,642	1,500	1,838	1,838
2840 Special Dept Expense	280		1,800	1,800	1,800
2841 Golden Sierra IR/OJT			1,800		
2844 Training	1,103	3,039	4,000	3,500	3,500
2931 Travel & Transportation	1,264	430	4,000	2,000	2,000
2932 Mileage	114	445			
2941 County Vehicle Mileage			2,500	2,000	2,000
2955 Prof & Spec Serv & Med	24,500	11,627	50,000	40,000	40,000
3551 Transfer Out A-87 Costs		41,386	70,121	70,173	70,173
3780 Contrib to Other Funds			112,000	62,000	62,000
3925 Judgments and Damages			4,668,098	4,679,631	4,679,631
3935 Contingencies-Judgement and D	1,262,000				
<b>Total Operating Expenses</b>	<b>2,592,645</b>	<b>1,912,243</b>	<b>6,965,195</b>	<b>6,918,912</b>	<b>7,131,065</b>
<b>Net Operating Income (Loss)</b>	<b>(2,583,610)</b>	<b>(1,874,790)</b>	<b>(516,283)</b>	<b>(470,000)</b>	<b>(682,153)</b>
<b>Non-Operating Revenue (Expense)</b>					
3780 Contrib to Other Funds		(17,500)			
3925 Judgments and Damages	(3,618,896)	(4,574,473)			
6950 Interest	356,869	299,180	366,283	320,000	320,000
8761 Insurance Refunds	611,322	332,527	150,000	150,000	150,000
8780 Contributions from Other Funds	5,581,772				
8782 Contributions from Other Agencies	74,296				
8790 Program Income	234,843				
8795 Employer Share - Workmans Co		6,521,265			
<b>Total Non-Operating Revenue (Expense)</b>	<b>3,240,206</b>	<b>2,560,999</b>	<b>516,283</b>	<b>470,000</b>	<b>470,000</b>
<b>Net Income (Loss)</b>	<b>656,596</b>	<b>686,209</b>			<b>(212,153)</b>

Fixed Assets

Fund: 270	Self Insurance Fund					
Subfund: 810	Workers Compensation Insurance					
Budget Unit: 9810	Workers Comp Insurance					
Operating Detail (1)		Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
Total Fixed Assets						